



SVRS Election Checklist I: Inheriting and Setting-Up Election

2014 General Election

November 4, 2014

This checklist covers the following for the 2014 General Election:

- ✓ Inheriting election
- ✓ County election setup tasks (including sending the G.A.B. all school district referenda questions)
- ✓ Municipal election setup tasks
- ✓ Voter data quality maintenance (ensuring accurate poll books)

Please complete the tasks as outlined. Contact the G.A.B. Help Desk at 608-261-2028 or gabhhelpdesk@wi.gov with any questions.

All counties and municipalities should inherit the 2014 General Election

COUNTY LEVEL TASKS FOR ELECTION SETUP

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Recommended deadline to inherit the 2014 General Election is <u>Wednesday, August 27</u>	The G.A.B. has created the 2014 General Election. All counties need to inherit the election. <i>SVRS Manual: Election Setup, page 4</i>
<input type="checkbox"/> Step 2: Check Milestone #2	Milestone #1 is automatically checked when the election is inherited. Checking Milestone #2 allows you to enter county contests and candidates.
<p>The G.A.B. must enter all school district contests on the November ballot into SVRS. Counties must email the G.A.B. Help Desk (gabhhelpdesk@wi.gov) the full referendum question text for all school district (including technical college) referenda appearing on the November ballot.</p> <p>The G.A.B. cannot check Milestone #3 until all school district referenda contests are entered in SVRS, so providing the G.A.B. the contest information as soon as possible will help ensure a timely progression with SVRS election setup.</p> <p>Although the G.A.B. will enter the contest as conscientiously as possible, please review the contest in SVRS and let the G.A.B. know of any errors or omissions.</p>	
<input type="checkbox"/> Step 3: Begin running the Pre-Canvass Reporting Unit List and Reporting Unit Exception Reports These reports can be run as often as necessary; they are updated as more municipalities inherit the election in SVRS.	These reports are in found the G.A.B. Canvass Reporting System. Counties and municipalities must communicate with each other to ensure the Reporting Unit Plan selected for the 2014 General Election in SVRS <u>matches</u> the programming established for the electronic voting equipment. Failure to do so will complicate the canvass reporting process. <i>SVRS Manual: Canvass, pages 4-6</i>

<input type="checkbox"/> Step 4: Begin entering contests and candidates	<p>Contests require a <i>Description</i> (which can be modified to title the contest more accurately, e.g. “Adams County Sheriff”), <i>Ballot Instructions</i>, and a <i>Ballot Position</i>.</p> <p>County contest Ballot Positions must be between 100000 – 199999. Please see page 17 of the Election Setup SVRS Manual Chapter.</p> <p>Candidate filings require a <i>Party</i>, <i>Ballot Position</i> and a <i>Status-Reason</i> of Approved-Approved.</p> <p>Counties must enter all county level contests, as well as candidates, in order for UOCAVA voters to receive a complete absentee ballot on the MyVote website myvote.wi.gov.</p> <p>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional).</p>
<p>Please note: All registered write-in candidates also need to be entered in SVRS so that they appear in the Canvass Reporting System. Registered write-in candidate filings require:</p> <ul style="list-style-type: none"> • a Status-Reason of <i>Approved-Approved – Write-In</i> • a <i>Ballot Position</i> (to appear after any candidates appearing on the ballot) • a modification to the <i>Name on Ballot</i>, adding “(write-in)” after the candidate name <ul style="list-style-type: none"> ○ For example: Joe Candidate (write-in) <p>The G.A.B. is entering all state-level registered write-ins on a continuing basis. If you and your municipalities use the Election Night Call-in Sheets – Blank as part of your Election Night process, please make sure your sheets have all registered write-in candidates listed.</p> <p>Please call the G.A.B. Help Desk with any questions on this!</p>	

MUNICIPAL SELF-PROVIDERS/PROVIDER TASKS FOR ELECTION SETUP

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Report annexations to G.A.B.	Report any annexations that have occurred since the last election to the G.A.B. on Form GAB-100 . This helps ensure voters are correctly districted and vote the correct ballot in the General Election.
<input type="checkbox"/> Step 2: Review and select Polling Place Assignment Plans (PPAPs)	Determine which PPAP will be used for this election. If none of the existing PPAPs match the poll book setup for this election, a new PPAP must be created. SVRS Manual: Election Setup , page 4
<input type="checkbox"/> Step 3: Review and select Reporting Unit Plans (RUPs)	Determine which RUP will be used for this election. Make sure you select a RUP that matches how you will be reporting your General Election results. SVRS Manual: Election Setup , page 8
In SVRS, be sure the Polling Place Assignment Plan matches the Reporting Unit Plan. Also, the Reporting Units you choose in SVRS <u>must match</u> the programming of your Reporting Units for your electronic voting equipment. <u>Verify This With Your County.</u>	
<input type="checkbox"/> Step 4: Recommended deadline to inherit the 2014 General Election is <u>Friday, August 29</u>	The G.A.B. has created the 2014 General Election. All municipalities need to inherit the election.
Counties should inherit and check Milestone #2 on behalf of their Relier communities.	

This checklist pertains ONLY to the 2014 General Election

Tasks To Complete	Explanation
<input type="checkbox"/> Step 5: Check Milestone #2	Milestone #1 is automatically checked when the election is inherited. Checking Milestone #2 allows you to enter local contests and candidates; however, most municipalities will not have any local contests to enter for the 2014 General Election.
<input type="checkbox"/> Step 6: Begin entering contests and candidates	All contests and candidates will be entered either by the State or County for the 2014 General Election <u>unless your municipality has a special election</u> . <i>SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional).</i>

VOTER DATA QUALITY: ENSURING ACCURATE POLL BOOKS

Tasks To Complete	Explanation
<u>Mapping</u> <input type="checkbox"/> Review Geo DC Mismatches <input type="checkbox"/> Review Boundary Exceptions <input type="checkbox"/> Review Voters with District Combos =1 <input type="checkbox"/> Review Geocode Exceptions <input type="checkbox"/> Review Geocode Warnings	<p>These are data quality tasks that clerks must perform in order to maintain the quality of the address and district data in SVRS. <u>Completing these tasks will ensure voters have an accurate district combo and will appear correctly in the poll book and receive the correct ballot.</u></p> <p style="text-align: center;"><i>Check and Correct <u>Geocode Exceptions</u>, <u>Geocode Warnings</u>, and <u>Boundary Exceptions</u> from the <u>District Combo Screen</u>.</i></p> <p style="text-align: center;"><i>Check and Correct <u>*DC1</u> voters (*Voters not assigned a District Combo) from the <u>Voter Node</u>. If not corrected, these voters will not appear on your poll book(s).</i></p> <p style="text-align: center;"><i>SVRS Manual: Mapping (updated in September 2013 with new data quality counts information)</i></p>
<u>HAVA Matches</u> <input type="checkbox"/> Duplicate Voter Record Matches <input type="checkbox"/> Death Matches <input type="checkbox"/> Felon matches	<p>Merging duplicate voter records, cancelling deceased voter records, and inactivating felon voter records help to ensure an accurate poll book.</p> <p>These tasks are required by the federal Help America Vote Act (HAVA) and must be performed by clerks.</p> <p style="text-align: center;"><i>SVRS Manual: HAVA Interfaces, pages 7-19</i></p>

SVRS MANUAL LINK (FOR ALL CHAPTERS): <http://gab.wi.gov/publications/manuals/svrs>

The *Election Setup*, *Canvass*, *Mapping* and *HAVA Interfaces* chapters are referenced in this checklist.

LOOKING AHEAD:

Checklist II for the 2014 General Election - Generating Ballot Styles and Checking Milestone #4

- Checklist II will be posted when the G.A.B. sends the Type B notice information and certification of candidates to county clerks for the General Election.
- Deadline to send absentee ballots to voters with absentee requests on file: Thursday, September 18th.

****This checklist pertains ONLY to the 2014 General Election****

Wisconsin Government Accountability Board

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